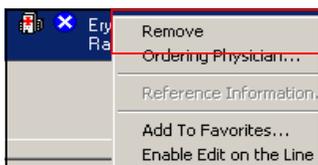


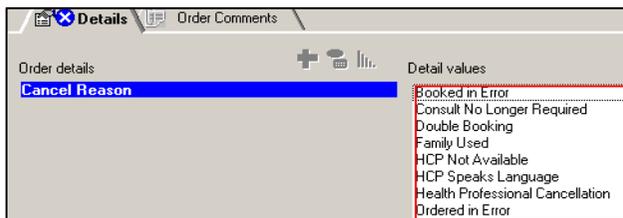
## cancelling an Order before signing

Right click on the Order and select Remove



## cancelling an Order after signing

1. Right click on the order, select "**Cancel/DC**"
2. Select a Cancellation Reason in the **Detail values**
3. Click on Orders for Signature
4. The status of the order is marked as 'Discontinued'
5. The **HNAM** Authorizing Signature Screen appears
6. Enter your password and click on **OK**



## cancelling an Urgent Order

Call Interpreter Services to cancel the booking if the 'Priority' of the Order is 'Urgent'

## cancelling an Order after booking has been confirmed

Call Interpreter Services to cancel the booking

## Search for a specific patient

- Allows user to search for patient using either MRN or Name.



## Open selected patients chart -

Allows user quick access to selected patients chart by clicking on down



**Recent** - Gives user list of previous five patient charts accessed.



**Refresh** - Updates information



**Exit** - Closes the PowerChart session



**Change User** - Enables another user to log in



**List Maintenance** - Maintain Custom/Location lists



**Properties** - Filter options for Custom/Location Lists



**Add Patient** - Adds patients to your Custom list



**Remove Patient** - removes patients from your Custom list



**View Next Patient Chart** - opens the next chart in a list



**View Previous Patient Chart** - opens the previous chart in a list



## Getting Help

If you are experiencing problems, please log a call with the State Wide Service Desk.

Tel: 1300 285 533



## Placing Health Care Interpreter eOrder (HCIS) — WSLHD

MEDICAL / NURSING / CLERICAL / ALLIED HEALTH



## Introduction

This Quick Reference Guide provides brief instructions on how to place a Health Care Interpreter Service (HCIS) order in PowerChart

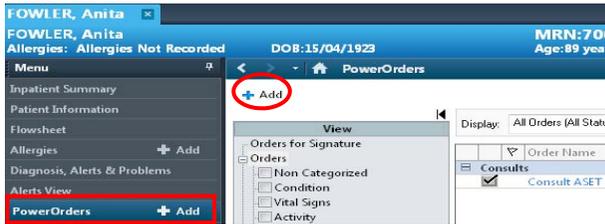


**NOTE:** Users will **NOT** be required to phone Interpreter Services to book an Interpreter when placing a request through PowerChart. The on-line Interpreter request will display on the Interpreter Services Request List. Interpreter Services will phone to confirm/negotiate the booking date and time



## Placing an Order for an Interpreter (HCIS)

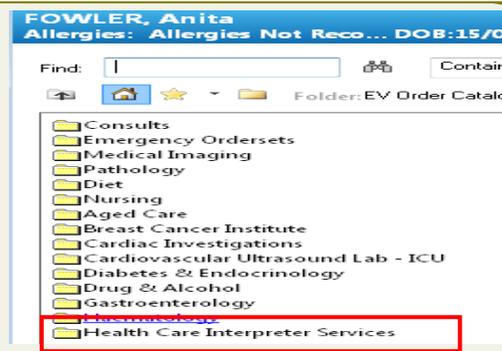
1. Select the relevant Patient and open their Patient Chart
2. Select **Power Orders** from the Navigation Menu panel displayed on the left hand side of screen
3. Click the **Add** icon



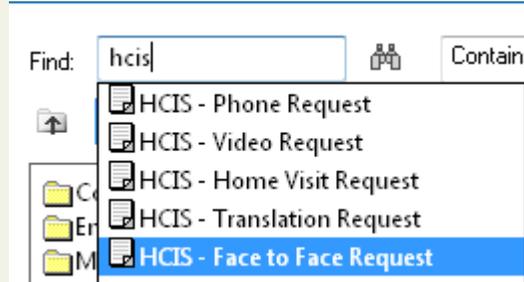
4. The **Order** catalogue will display with a list of Order Folders



**NOTE:** You can find an Order for an Interpreter by typing 'HCIS' or 'Interpreter' in the **Find** field or by selecting the **'Health Care Interpreter Services'** Folder



5. Type 'Interpreter' or HCIS in the **Find** field



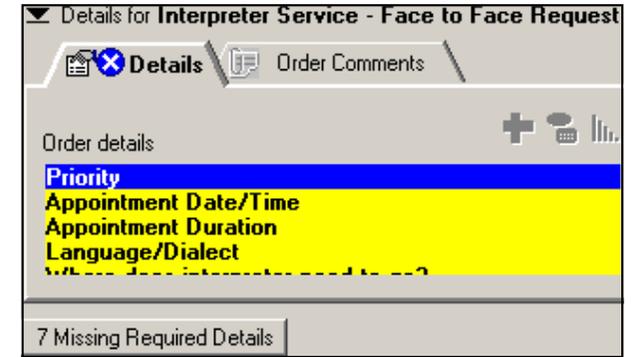
6. A number of Interpreter Services requests will display
7. Select the one you require e.g. **Interpreter Service - Face to Face Request**

8. Click on **Done** if you do not require any other Orders to be placed

9. The PowerOrders screen will display the requested orders and will advise of any missing information that is mandatory and **must** be completed in the Order Entry Format before the order can be requested

Order Name	Status	Start	Details
BL Emergency Dept Admit: 04/02/2009 9:12			
Special			
Interpreter Service - Face to Face Request	Order	11/02/2009 9:15	

10. Complete any missing mandatory information in the Order entry format (highlighted fields are mandatory)



11. Select the **Sign** button to sign the order
12. The **HNAM Authorizing Signature** Screen appears. If another person's User Name appears, you will be unable to sign and will have to re-start the order under your own username
13. Enter your password in the password field and click on the **OK** button



14. **Refresh screen** by clicking on the "Refresh" icon on the right hand corner of the Orders screen
15. The **Orders screen** will now display the HCIS request in a status of **Ordered**